



CITY OF VERNONIA

1001 Bridge Street
Vernonia, OR 97064
503-429-5291
Fax 503-429-4232
TTY 1-800-735-2900

June 2011

Dear Business Owner:

The City of Vernonia levies a business license fee each year. The business license year shall be July 1st to June 30th. The fees are imposed upon all enterprises, business trades, shops, professions, callings and occupations and are required for any person to transact and carry on business within the City. A business is delinquent if not paid by August 1st of the business license year. Whenever the business license fee is not paid on or before the delinquency date, a delinquency charge equal to then (10) percent of the original business license fee will be added for each thirty (30) day period that the business license fee and any accumulated delinquency charges remain unpaid. If a person begins engaging in business after the start of the business license year, the business license shall be deemed delinquent if the fee is not paid within thirty (30) days after commencement of the business activity.

Ordinance No.867 Section 3: [License Required] (A) "It shall be unlawful for any person to transact or cause to be transacted any business without having first obtained a license for such business from the City Recorder for the current year."

Business license-basic fees are as follows:

Fee for in-city business owners serving Vernonia City residents:

July 1 through June 30 (One (1) year)	\$60.00
January 1 through June 30 (Six (6) months)	\$30.00
July 1 through December 31 (Six (6) months)	\$30.00

For out-of-city business owners serving Vernonia City residents:

July 1 through June 30 (One (1) year)	\$80.00
January 1 through June 30 (Six (6) months)	\$40.00
July 1 through December 31 (Six (6) months)	\$40.00

Please let us know how we can assist you in providing service to your business. If you feel you do not need a business license, please return the application stating the reason why.

Thank you for your prompt payment. Please make checks payable to: City of Vernonia. Your payment may be mailed or dropped off at Vernonia City Hall, 1001 Bridge Street, Vernonia, OR 97064.

Sincerely,

Joann M Glass
City Recorder



City Business License Application

CITY OF VERNONIA

1001 Bridge St. Vernonia OR 97064

PHONE (503) 429-5291 – FAX (503) 429-4232

TTY 1-800-735-2900

Fees: Choose one

In-City July 1 to June 30 \$60.00 _____

Six Months – July 1 to Dec. 31 \$30.00 _____

Six Months Jan 1 to June 30 \$30.00 _____

Out-of-City July 1 to June 30 \$80.00 _____

Six Months – July 1 to Dec. 31 \$40.00 _____

Six Months – Jan 1 to June 30 \$40.00 _____

Business Name: _____

Business Site Address: _____

Business Mailing Address: _____

Owner Name: _____

Owner Address: _____

Business Phone: _____ Owner's Phone: _____

Business E-mail: _____ Owner's E-mail: _____

Emergency Contact Name: _____ Emergency Phone: _____

Emergency Contact E-mail: _____

Oregon Construction Contractor Number: _____

Description of Business Activity _____

State Registration number (if required for proposed activity): _____

Issuing Agency (ie; Builders Board): _____

Workman's Compensation Carrier: _____ Policy #: _____

Federal Tax ID# (social security # if not Tax ID #): _____

The city has the right to revoke this business license if all applicable insurances or state and federal licenses are not obtained.

Was there a prior business at this location: Yes _____ No _____ If yes, how long ago? _____

Tax lot and zone of business location: _____

What is square footage of leasable available space? _____

What is the current building occupancy allowance? _____

Will business impact parking? Yes _____ No _____ Number of off-street parking spaces: _____

Home Occupation: Yes _____ No _____ (if yes, please answer the following three (3) questions.)

1. Has a conditional use permit been obtained for Home Occupation? Yes _____ No _____

2. Have you reviewed the Home Occupation ordinance? Yes _____ No _____

3. Do you understand and agree to the terms that under the Home Occupation ordinance, your business license may be revoked if your business operation/activities generate complaints of the types outlined in the Home Occupation ordinance? Please Initial: Yes _____ No _____

Business Type Codes: Please check appropriate code.

- ☐ A. **Agriculture:** Agriculture production, forestry commercial fishing, hunting, trapping and related services.
- ☐ B. **Apartments:** Includes 4 or more dwelling units that are rented or leased.
- ☐ C. **Construction:** Construction (new work, additions, alterations, reconstruction, installations, and repairs). Three types of construction are covered: building construction, heavy construction, and construction by other special trade contractors.
- ☐ D. **Manufacturing:** In the mechanical or chemical transformation of materials into new products. Also included are firms engaged in assembling component parts of manufactured products.
- ☐ E. **Transportation:** Firms providing passenger and freight transportation communications services, or electricity, gas, steam, water or sanitary services, and all establishments of the United States Postal Service.
- ☐ F. **Wholesale:** Businesses engaged in selling merchandise to retailers, to industrial commercial, institutional, farm, construction contractors, or professional business users; or to wholesalers; or acting as agents or brokers.
- ☐ G. **Retail:** Selling merchandise for personal or household consumption and rendering services incidental to the sale of goods. Also check the following boxes if appropriate.
- ☐ Restaurant/liquor served ☐ Restaurant/liquor not served ☐ Tavern
- ☐ H. **Financial/Real Estate:** Firms in finance, insurance and real estate. Finance includes depository institutions, non-depository credit institutions, holding companies, or other investment companies, brokers and dealers in securities and commodity contracts, security and commodity exchange. Insurance covers carriers of all types of insurance, and insurance agents and brokers. Real estate includes owners, lessors, buyers, sellers, agents, and developers of real estate. Check box if appropriate:
- ☐ Realtors ☐ Commercial Lessor
- ☐ I. **Service:** Providing services for individuals, business, and government, includes: Professional services; Personal services, Repair services; Business, educational and health services. Please check the appropriate box:
- ☐ Consultant ☐ Attorney/CPA ☐ Child Care
- ☐ Hotel/Motel ☐ Barbers/Beauty Salon
- ☐ J. **Home Occupation:** (Also please check the CODE box that corresponds with your business type.)
- ☐ K. **Other:** ☐ Non-Profit ☐ Solicitation
- ☐ L. **Adult Foster Care/Nursing Home**

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I also hereby agree to the terms and conditions of the business license application and the Ordinances of the City of Vernonia.

Signature of Business Owner: _____ Date: _____

For Staff Use Only

Is Business location zoned for described business use/activity? _____

Is occupancy lawful and approved by County Building Dept? _____

Identify any questions/concerns: _____

Identify any necessary restrictions/requirements based on the information provided by the applicant:

Date Received: _____ Amount Paid: _____ Receipt #: _____

Receipt given? Yes ___ No ___

Check #: _____ Visa: _____ Cash: _____

Approved by: _____

Staff Signature

Contractor:

Payment entered by: _____ Date: _____ Licensed issued: _____ Date issued: _____